

ROUNDTABLE/MEGA ROUNDTABLE WORKSHOP CHAIR

NAME Office

- I. After the selection process has been completed, lists of all roundtables accepted and those placed on the waiting list (all those not accepted) should be sent to the NAME office.
- II. Office sends wait list letters, acceptance letters and agreements, Miniature Gazette Roundtable Forms and collects \$20 fee.
- III. Those instructors choosing the Gazette option for additional sales shall send their Gazette Option form, photo and fee to the Gazette Editor.

NAME Policy:

- I. **Artists, crafts people or dealers desiring to teach a Roundtable, Mega Roundtable workshop shall submit a Roundtable, Mega Roundtable Workshop Application and sample of the roundtable to the Roundtable Chair by the date listed in the Registration Packet.**
- II. **Board members who submit an application for a Roundtable, Mega Roundtable workshop shall automatically be selected unless he/she has already been selected as a Dealer, Workshop Instructor or Theme Luncheon Presenter. These acceptances are included in the maximum of 50 vendors for HP and 75 vendors for Conventions for roundtables and MRT (or any combination thereof) (if space allows). Spouses are not guaranteed acceptance. (Mar 2015)**
- III. **The Roundtable, Mega Roundtable Selection Committee shall consist of the Roundtable Chairman, Mega Roundtable Chairman, Hosting Chairman and at least THREE additional steering committee members. Selection may be conducted by the entire Steering Committee with the Roundtable Chairman serving as the Selection Chairman.**
- IV. **Upon acceptance of the roundtable, mega roundtable, the NAME office will send a contract to the instructor including the fee. The instructor has the option to have the roundtable, mega roundtable for sale in a later *Gazette* for an additional fee.**
- V. **Should a roundtable instructor be unable to attend due to a last minute hospitalization or death of an immediate family member, the instructor shall notify the NAME Office, the C/HP Chairman and the Roundtable Chairman the name of the designated registered attendee who will be selling the roundtable kit for him/her. The designated seller shall be knowledgeable, have the necessary supplies and be prepared to teach the kit. The kit will be eligible for inclusion in the *Gazette*. (Immediate family is defined as parent, spouse, partner, son, daughter or family member residing within the home.) (Jly 2015)**
- VI. **The maximum cost of any roundtable shall not exceed \$5.**
- VII. **The maximum cost of any mega roundtable shall not exceed \$10.**
- VIII. **A roundtable, mega roundtable teacher may have one item offered in multiple scales or two separate but related items in one scale only.**
- IX. **A Roundtable teacher may have ONE single item/set (sets can contain several pieces sold together such as a hat & coat set; sofa & chair set; or a set of dishes) with no variations. OR: ONE single item/set in up to Three different scales (no variation of color or style allowed). OR: One single item in Two different colors or two different styles (such as a toy in either a girl or boy version; a shelf in either dark wood or light wood; pansies in either blue or yellow). OR: Two items with similarly related themes (such as a seagull OR pier pilings; a structure OR furniture for it; a shelf OR accessories to go on it) Applications and contracts for Roundtables and Mega**

Roundtables will include language stating that failure to comply with the guidelines will result in being asked to leave the event and being prohibited from participating in future Roundtables and Mega Roundtables. (September 2014)

- X. **Each Convention/Houseparty committee will supply helpers from the Steering Committee for the special needs member's personal roundtable, mega roundtable purchases during roundtable setup. The helpers will collect Roundtables, Mega Roundtables for the special needs member's personal use by purchasing up to 10 total kits for a Houseparty and 15 total kits for a Convention that the special needs person has instructed. The helpers will not collect multiple amounts of kits for the member's club or friends. (September 2014) (July 2015)**
- XI. **A Convention/Houseparty Chairperson cannot dictate how many kits can be sold at one time to one customer.**
- XII. **Roundtable, Mega Roundtable Instructors shall not take orders when they run out of kits. If an instructor runs out of kits during roundtable, mega roundtable sales, it is suggested that they take advantage of the Miniature Gazette Roundtable, Mega Roundtable Option and inform their customers that information on ordering their kits will be in a future issue of the Gazette.**
- XIII. **Roundtable, Mega Roundtable pre sales and workshop will be scheduled at different times. (July, 2014)**

Roundtables:

I. Selection:

- A. See NAME policy above for Roundtable rules.
- B. The total number of Roundtable instructors should be a maximum of 50 vendors for HP and 75 vendors including members of the Board of Trustees as noted in the Policy above.
- C. Only one applicant can be listed on the Application Form and this is the person who is responsible to teach the roundtable.
- D. Roundtable selection shall be conducted AFTER the Roundtable application deadline and not before. No instructor shall ever be selected prior to the passing of that date.
- E. Upon completion of the selection process, the list of accepted and wait listed Roundtables is to be emailed to the NAME Office. Those not accepted should be listed prioritized first choice to last choice so that the NAME Office can fill any spots that become open with the first choices from the list.
The instructor must be registered and present at the Convention or Houseparty to teach and sell the roundtable except as noted above.
- F. It is important that the accepted list be correct as the acceptances will be sent based on how your list is worded. Use the EXACT title provided to you on the Roundtable Application. Pay careful attention to words like **“and”** and **“or”**. (Example: there is a big difference between Dresser **OR** Pair of Nightstands and Dresser **AND** a Pair of Nightstands.)
- G. Only after notification from the NAME Office that the list is complete and has met the rules for application and selection can the Roundtable Chairman send an email to any applicant informing them of their application status.
- H. Upon notification from the NAME Office, the Roundtable Chairman may send an email stating the following to those accepted.
 - Congratulations! Your Roundtable Application for (name of roundtable) for the NAME (name and location of houseparty or convention) has been selected. You will receive a formal notification from the NAME Office shortly but we wanted to let you know as soon as possible so you can begin work on kit

preparation. Thank you and we look forward to seeing you in (City).

- I. Upon notification from the NAME Office, the Roundtable Chairman may send an email stating the following to those placed on the wait list.
 - Thank you for your application to be a Roundtable Instructor for the NAME (name and location of houseparty or convention). Unfortunately, we are limited in the number of roundtables we can accept and have placed your roundtable on our wait list. You will receive a formal notification from the NAME Office shortly. Thank you again for applying.
 - Inform the Souvenir Book Chairperson of Roundtable Workshops prior to printing of souvenir book.

II. Wait listed Roundtable Applications:

The NAME Office will send a letter to those applicants wait listed.

- In the event a wait listed person finds it necessary to cancel his/her reservation to attend the Convention/Houseparty he/she may contact the Roundtable Chairman prior to the Convention/Houseparty to request a return of his/her prototype. The Roundtable Chairman shall request the person to send postage paid packaging which upon receipt the Roundtable Chairman will use to return the prototype. Please make it clear that if the packaging is not received prior to the Convention/Houseparty, the piece will be added to the Convention/Houseparty Helper fundraiser.
- The person who is no longer able to attend and wishes to have their sample returned may also authorize the Roundtable Chairman to give the sample to a friend who will pick the sample up in Operations on Sunday after the Brunch.

III. Display:

- A. Display Roundtables as often and as early as possible. All Roundtable samples shall be displayed in numerical order including a small tent card stating the name of the Roundtable kit, the number coinciding with the list and the name of the instructor. Consider renting a lighted display. It is a good idea to have a locking display to house the samples.
- B. Have displays out as soon as registration opens. Place near registration area, but far enough aside to avoid congestion.
- C. Provide a small list of Roundtable kits that guests can use as a 'shopping list' to plan their purchases. The list should be in numerical order to match the sample case and the room setup.

IV: Special Needs Guests/Committee Purchases at Set Up:

- A. At the first meal function, make an announcement indicating when and where those who need assistance with their Roundtable purchases can drop off their lists to your committee.

Just before Roundtable setup, meet with the guests and assign a runner to each one. Sit down with the guest and review their personal list of Roundtables. Collect the money for the number of kits they desire. **CAREFULLY COUNT THE MONEY WITH THE GUEST!** It is good to record the amount being collected and have the guest initial the list for the runners' protection. The helpers will collect Roundtables, Mega Roundtables for the special needs member's personal use by purchasing up to 10 total kits for a houseparty and 15 total kits for a convention that the special needs person has instructed. The helpers will not collect multiple amounts of kits for the member's club or friends. (September 2014) (July 2015)

- B. Once you have collected the lists, have runners ready to collect these during set up time. This privilege is reserved for members of the Steering Committee which allows them time to make their own purchases as well as their assigned special needs member personal purchases before the doors open to everyone. The Steering Committee runners should limit their purchases to their own personal use as well. Purchases made for friends should be made during regular pre-sales times.
- C. Set up should take no more than 10-15 minutes. Roundtable Instructors will in many cases bring a helper along to help with their sales.
- D. You may consider inviting your First Timers to line up at the front of the line as a special Welcome before the doors open to Roundtable sales.

V: Prototypes:

- A. The Roundtable Instructor Acceptance Letter stipulates that the instructor will bring a separate finished sample to be used during their sales because their prototypes are in the display case.
- B. Collect kits during Roundtable set up from those who have agreed to donate a kit for an additional Houseparty Helper. Turn all kits over to the Convention/Houseparty Helper Chair. It is important to label these donations "Donated Roundtable kits from Participating Instructors."
- C. Once Roundtable sales are completed, turn all donated prototypes over to the Houseparty Helper Chairman. It is important to label these donations "Donated Roundtable Samples from Participating Instructors".
- D. Previously there has been an issue with Convention/Houseparty Helper winners not understanding that they are only receiving the kits or prototypes that have been donated as not ALL Roundtable Instructors donate their kits or prototypes. It is important to clearly identify this on the label.
- E. Those prototypes not donated and are scheduled to be picked up shall be sent to Operations for pick up on Sunday.

VI: Pre-Sales:

- A. Pre-sales have been successful at several Convention/Houseparties.
- B. Roundtable Sales can be a very hectic time. Have helpers on hand to help shoppers find the line they wish to be in to make their purchases.
- C. It is helpful to have kit sales in a separate area near the Roundtable workshops. If this is possible, have Roundtable names or numbers above kit seller (at least 6 feet above floor) so registrants can see what line they are in.
- D. Organize Roundtable pre-sales to provide as much space between tables as possible for guests to move about safely. Tables should be lined up around the perimeter of the room and the Roundtable Dealers should be lined up in the order they appear in the Souvenir Book.
- E. In hotels with space constraints, the banquet room space can also be used for both Pre-Sales and the Workshops. Please speak with your Hosting Chair to determine if the room will be available for the workshops. If it is necessary to use the Banquet Room for pre-sales, if possible, have additional tables placed around the perimeter of the room for pre-sales as you would if you were using a separate room for your pre-sales.

VII: Roundtable Workshop/Sales:

NAME is a Non Profit 501 (c)(3) organization which means we are to provide educational events, which includes Roundtable Workshops. It is important to offer

Section 22 Round Table Workshop Chair Page 4 of 9 Revised Sept 2017

workshop time during Roundtable sales. If this workshop time was not held, each Roundtable instructor would be considered a dealer and would be subject to state and local sales tax which in most cases would require the purchase of a sales tax license for the state in which the event is held. Roundtables would become a sales event. By offering instructional time, it is an educational workshop.

Following Roundtable Pre-Sales, please provide a minimum of half hour of instructional time for those who wish to sit down and complete a kit with the assistance of the instructor. Round tables which will seat 8 to 10 people are good for conducting the workshop. In many cases the banquet room is available for Roundtable Workshops. Roundtable Instructors will provide their own helpers to continue to sell kits from their workshop tables during the workshop.

After the Convention/Houseparty

Submit a written summary, including recommendations, to the Hosting Chair.

Workshop information for the Gazette

When the acceptance letters and contract are sent out to those selected instructors, the Gazette contract is also included as a separate form. If the Gazette option is chosen, the instructor will return the form to the Gazette Editor along with payment. A photo must be included along with the form or emailed to the Gazette Editor.

Forms:

Below are sample Roundtable applications and forms. Please request the most up to date can be requested from the NAME Office.



Roundtables

SAMPLE

We invite you to apply to teach a Roundtable Workshop at the NAME 20?? National Convention, <<Event Name>>. A Roundtable Workshop is a “make & take” project which, under your supervision, can be completed in 30 minutes or less and costs no more than \$5.00. Each kit is to include an Instruction Sheet with assembly instructions, a photograph of the completed kit and the instructor’s name, address, phone number and e-mail address for student follow-up if needed.

There will be a sale period for all Roundtable kits before the actual Roundtable Workshops begin. A block of time will be set aside in the schedule for you to teach. You will need a helper to sell your kits. The helper may continue selling kits during the workshop time so you can give your undivided attention & instruction to those that have purchased your kit & wish to work on it there. The prototype which you sent with the application will be on display in a locked display case prior to the scheduled Roundtable sales time. You will need a second completed sample to display during sales so customers can see what you are selling and then to show your students during the workshop time.

Important to remember:

- **Roundtable instructor must be registered and present at the Convention or Houseparty to teach and sell the roundtable. Cancellation voids acceptance as a roundtable instructor.**
- **A roundtable teacher may have one item offered in multiple scales or two separate but related items in one scale only.**
- **Roundtable Instructors shall not take orders when they run out of kits. If an instructor runs out of kits during roundtable sales, it is suggested that they take advantage of the Miniature Gazette Roundtable Option and inform their customers that information on ordering their kits will be in a future issue of the Gazette.**

Please consider donating your prototype and/or a kit to be placed with the other prototypes to become one of the Houseparty Helpers. If you are willing to do so, please check the appropriate box on the application form on back page. Your generosity is greatly appreciated.

A finished prototype of the item(s) MUST accompany each application.

Your application and sample must be postmarked no later than Date, 20??. Mail to:

**Your name
Your street addy
City, State Zip
Phone # & email address**

A fee of \$20 is required by NAME to teach any workshop. If your Roundtable submission is accepted, you will receive an agreement form from the NAME office to complete and return with that \$20 fee. Do not send money now!

***Please do not return this form to the NAME Office.
Send to address above.***

****Application is on the back****

20?? National Convention Roundtable Instructor Application

Multiple applications are permitted, however only one submission per person will be selected.

ONLY ONE SUBMISSION PER FORM PLEASE.

Name _____ E-mail _____

Address _____ Phone (____) _____

City/State/Zip _____

I am applying to make/sell (please check only ONE line):

_____ ONE single item/set with no variations (*sets can contain several pieces sold together such as a hat & coat set; sofa & chair set; or a set of dishes, etc.*)

Name of Kit _____ Scale: _____

_____ ONE single item/set in up to THREE different scales (*no variation of color or style permitted*).

Name of Kit _____

Scales: _____ 1" _____ 1/2" _____ 1/4" _____ 1/144th _____ other

_____ ONE single item in TWO different colors **or** two different styles (*such as a toy in either a girl OR boy version; a shelf in either dark wood OR light wood; pansies in either blue OR yellow, etc.*)

Name of Kit _____

Color/Styles: _____ OR _____ Scale: _____

_____ TWO items with similarly related themes (*such as a seagull OR pier pilings; a structure OR furniture for it; a shelf OR accessories to go on it, etc.*)

Name of Kit #1 _____

Name of Kit #2 _____ Scale: _____

Cost of Kit \$ _____ (\$5 or less)

Does your Roundtable require any supplies not listed on the NAME "Basic Toolbox" list (in packet)? If so, please provide those items for a reasonable number of students during the Roundtable workshop time.

If my roundtable is accepted:

Yes, I wish to donate the prototype I am sending with this application to be used as part of the Houseparty Helper drawing.

No, I will pick up the prototype after the Brunch on Sunday. (It will be held in Operations.)

Yes, I would like to donate a **kit** for a Houseparty Helper collection. (It will be picked up before roundtable sales.)

If my roundtable is wait listed:

Yes, I still wish to donate the prototype I am sending with this application to be used as part of the Houseparty Helper drawing.

No, I will pick up the prototype after the Brunch on Sunday. (It will be held in Operations.) on Sunday. (It will be held in



Mega Roundtables

SAMPLE

We invite you to apply to teach a Mega Roundtable Workshop at the NAME 20?? National Convention, <<Event Name>>. A Mega Roundtable Workshop is a “make & take” project which, under your supervision, can be completed in 2 hours or less and costs no more than \$10.00. Each kit is to include an Instruction Sheet with assembly instructions, a photograph of the completed kit and the instructor’s name, address, phone number and e-mail address for student follow-up if needed.

There will be a sale period for all Mega Roundtable kits before the actual Mega Roundtable Workshops begin. A block of time will be set aside in the schedule for you to teach. You will need a helper to sell your kits. The helper may continue selling kits during the workshop time so you can give your undivided attention & instruction to those that have purchased your kit & wish to work on it there. The prototype which you sent with the application will be on display in a locked display case prior to the scheduled Mega Roundtable sales time. You will need a second completed sample to display during sales so customers can see what you are selling and then to show your students during the workshop time.

Important to remember:

- **Mega Roundtable instructor must be registered and present at the Convention or Houseparty to teach and sell the Mega Roundtable. Cancellation voids acceptance as a roundtable instructor.**
- **The maximum cost of any mega roundtable shall not exceed \$10.00**
- **A mega roundtable teacher may have one item offered in multiple scales or two separate but related items in one scale only.**
- **Mega Roundtable Instructors shall not take orders when they run out of kits. If an instructor runs out of kits during roundtable sales, it is suggested that they take advantage of the Miniature Gazette Mega Roundtable Option and inform their customers that information on ordering their kits will be in a future issue of the Gazette.**

Please consider donating your prototype and/or a kit to be placed with the other prototypes to become one of the Houseparty Helpers. If you are willing to do so, please check the appropriate box on the application form on back page. Your generosity is greatly appreciated.

A finished prototype of the item(s) MUST accompany each application.

Your application and sample must be postmarked no later than April 22, 2015. Mail to:

**Your name
Your street addy
City, State Zip
Phone # & email address**

A fee of \$20 is required by NAME to teach any workshop. If your Roundtable submission is accepted, you will receive an agreement form from the NAME office to complete and return with that \$20 fee. Do not send money now!

Please do not return this form to the NAME Office.

Send to address above.

*****Application is on the back*****

20?? National Convention Mega Roundtable Instructor Application

Multiple applications are permitted, however only one submission per person will be selected.

ONLY ONE SUBMISSION PER FORM PLEASE.

Name _____ E-mail _____

Address _____ Phone _____

City/State/Zip _____

I am applying to make/sell (please check only ONE line):

_____ ONE single item/set with no variations (*sets can contain several pieces sold together as one kit such as a hat & coat set; sofa & chair set; or a set of dishes, etc.*)

Name of Kit _____ Scale: _____

_____ ONE single item/set in up to THREE different scales (*no variation of color or style permitted*).

Name of Kit _____

Scales: _____ 1" _____ 1/2" _____ 1/4" _____ 1/144th _____ other

_____ ONE single item in TWO different colors **or** two different styles (*such as a toy in either a girl OR boy version; a shelf in either dark wood OR light wood; pansies in either blue OR yellow, etc.*)

Name of Kit _____

Color/Styles: _____ OR _____ Scale: _____

_____ TWO items with similarly related themes (*such as a seagull OR pier pilings; a structure OR furniture for it; a shelf OR accessories to go on it, etc.*)

Name of Kit #1 _____

Name of Kit #2 _____ Scale: _____

Cost of Kit \$ _____ (\$10.00 or less)

Does your Roundtable require any supplies not listed on the NAME "Basic Toolbox" list (in packet)? If so, please provide those items for a reasonable number of students during the Roundtable workshop time.

If my roundtable is accepted:

Yes, I wish to donate the prototype I am sending with this application to be used as part of the Houseparty Helper drawing.

No, I will pick up the prototype after the Brunch on Sunday. (It will be held in Operations.)

Yes, I would like to donate a **kit** for a Houseparty Helper collection. (It will be picked up before roundtable sales.)

If my roundtable is wait listed:

Yes, I still wish to donate the prototype I am sending with this application to be used as part of the Houseparty Helper drawing.

No, I will pick up the prototype after the Brunch on Sunday. (It will be held in Operations.)

Event Name · NAME 20?? National Convention · City, State